

THE CAPITAL APPEALS PROJECT

A Non-Profit Law Office

www.TheJusticeCenter.org

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JOB ANNOUNCEMENT **CAPITAL APPEALS INVESTIGATOR** October 2010

The Capital Appeals Project (CAP) is a non-profit law office based in New Orleans, Louisiana. It was founded in 2001 to provide capital appellate representation to indigent people on Louisiana's death row. One of the leading death penalty appeals offices in the South, CAP has provided top notch representation to its clients before the Louisiana Supreme Court and the United States Supreme Court and has acted as a resource to public defenders and criminal defense lawyers across the state. CAP's efforts on its clients' behalf and in providing training and counsel to other public defenders have improved the quality and standards of representation for indigent defendants and prisoners in Louisiana.

CAP is seeking a full-time **investigator** to work primarily on direct appeal and post-conviction capital cases. Responsibilities include maintaining relationships with clients and their families and providing support, gathering records and information, investigating the facts and circumstances of the crime and the client's background, locating and interviewing potential witnesses, developing family and social histories, researching and writing on a myriad of issues, including mental health, compiling detailed social and personal histories, maintaining organized case files, and providing support for attorneys at hearings.

Qualifications

- Bachelors degree
- driver's license and ability & willingness to travel
- respect for the humanity and dignity of our clients
- excellent organizational skills
- ability to absorb and integrate large amounts of information
- excellent written and oral expression
- highly developed interpersonal skills
- ability to work well with teams
- commitment to working with clients in poverty and from diverse backgrounds
- willingness to work long hours when necessary

Desirable, but not essential

- post-graduate degree in relevant area (education, social work, psychology)
- related work experience (investigation or mitigation work)
- familiarity or experience with mental health issues and developmental disabilities
- experience in dealing with issues of race and poverty

Salary

35-38K, depending on experience, and benefits

How to Apply

Please email or mail cover letter addressing qualifications, resume, writing sample, and three references to: Betty Lilley, Executive Administrator, Capital Appeals Project, 636 Baronne Street, New Orleans, LA 70113, bettyl@thejusticecenter.org. Applications will be accepted through November 15, 2010.

CAP values diversity and is an equal opportunity employer.

CAP does not discriminate on the basis of race, gender, religion, ethnicity, or sexual orientation.